



## DEPARTMENT OF MANAGED HEALTH CARE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF MANAGED HEALTH CARE	<b>RELEASE DATE:</b>	Thursday, January 22, 2015
<b>POSITION TITLE:</b>	Deputy Director, Health Policy and Stakeholder Relations	<b>FINAL FILING DATE:</b>	Until Filled
<b>CEA LEVEL:</b>	CEA B	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,766.00 - \$10,442.00 / Month	<b>BULLETIN ID:</b>	01212015_5

### POSITION DESCRIPTION

Under the general direction of the Director and Chief Deputy Director, the Deputy Director, Health Policy and Stakeholder Relations is responsible for developing and maintaining effective relationships between the Department and all licensed health plans, their network providers and the health care consumers they serve. The Deputy Director serves as the primary advisor to the Director on critical plan, provider and consumer issues, provides strategic planning and policy direction on emerging issues and industry trends. The Deputy Director represents the Department and Director in presentations to and meetings with the health plan and provider group executives, consumer advocates and other stakeholders. Additionally, the Deputy Director oversees the Department's Financial Solvency Standards Board (FSSB), which is responsible for developing and recommending financial solvency requirements and standards for the managed health care industry.

#### Essential Functions Include:

30% Develops and maintains effective communication and relationships with plans, providers, consumer groups and other stakeholders. Serves as the public liaison for the Director with plans, provider groups and consumer advocates, keeping them informed of the Department's key issues activities. Organizes and facilitates meetings with health plans, provider groups, consumer advocates and other stakeholders, seeking input on Department initiatives and consultation on regulatory issues.

20% Acts as the policy advisor on stakeholder issues to the Director, Chief Deputy Director, and executive staff on issues impacting plans, providers, risk bearing organizations, and consumers. Monitors and makes policy recommendations on the impacts of legislation and regulations on plans, providers, risk bearing organizations, and consumers to encourage early and effective resolution of problems or issues. Participates in the review and finalization of all regulations, policies and processes that impact plans, providers and risk bearing organizations. Reviews, analyzes, negotiates,

and makes recommendations on highly sensitive and controversial issues to the Director.

20% Identifies and monitors trends and initiatives in both the California and national health care delivery systems in order to advise the Director on emerging health care service delivery issues. Anticipates changes in the marketplace and advises the Director of the impact of such changes on Department programs and activities. Formulates strategies to encourage health plans to provide affordable and accessible health care.

15% Manages and serves as principal staff to the Financial Solvency Standards Board (FSSB). Analyzes the impact of solvency standards on the industry and consumers, monitors and reports on the implementation and results of adopted solvency standards, surveys industry financial solvency practices and policies, prepares reports and presentations and makes recommendations to the Board. Manages the planning and organization of the quarterly FSSB meetings.

10% Works cooperatively with the Director, Chief Deputy Director, and other Deputy Directors to improve internal work processes and enforcement priorities to improve consistency and efficacy and to reduce inefficiencies.

Non-Essential Functions Include:

5% Attends and presents at health care industry conferences, assists in recruiting well qualified managed care professionals, performs research and analysis on special projects as assigned by the Director and Chief Deputy Director and other related duties.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

### **Or II**

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

### **Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific

knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

### **DESIRABLE QUALIFICATION(S)**

- Demonstrated ability to gain the confidence and support of executive leadership and provide effective advice on a wide range of administrative and operational matters and policies.
- Ability to represent the DMHC and the Director within and outside the organization and develop cooperative working relationships with all departmental stakeholders, including health plans, provider organizations, consumer groups, and state, local and federal government agencies.
- Demonstrated ability to lead inter-disciplinary teams to achieve public policy objectives.
- Thorough knowledge of the health care industry and delivery systems, as well as managed care in California and nationwide.

- Demonstrated experience drafting and reviewing health policy, legislation, and regulations, and preparing complex reports and correspondence.
- Demonstrated experience managing boards, commissions or other similar entities.
- Demonstrated experience speaking before large and diverse audiences on health-related topics.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Health Policy and Stakeholder Relations**, with the **DEPARTMENT OF MANAGED HEALTH CARE**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination procedure will consist of an application screening process conducted by a designated screening committee. The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications and the desirable qualifications. The application and resume must include "to" and "from" dates (month/day/year) of positions held and indicate if a position was less than 40 hours per week.

## FILING INSTRUCTIONS

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Cover letters do not take the place of the Statement of Qualifications.
- Statement of Qualifications should specifically address each of the Desirable Qualifications.
- Applicants who fail to submit the Statement of Qualifications will be eliminated from the examination process.

### Applications must be submitted by the final filing date to:

DEPARTMENT OF MANAGED HEALTH CARE, Office of Administrative Services,  
Examination Unit  
980 9th Street, Suite 500, Sacramento, CA 95814  
Jenna Scott | 916-322-6864 | Jenna.Scott@dmhc.ca.gov

## ADDITIONAL INFORMATION

U.S. Military veterans must attach a legible copy of his/her veteran's discharge (DD214) or other official discharge documents, showing your enlistment and discharge dates, branch of service, and character of service (i.e., Type of Discharge). Examination materials postmarked or received via

interoffice mail after the final file date will not be accepted for any reason. Hand delivered applications must be received before 5:00pm on the final file date. Examination materials cannot be returned pursuant to California Code of Regulations 174. Original signature required; therefore, faxed application/resume or e-mailed application/resume will not be accepted

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF MANAGED HEALTH CARE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)